

May 18, 2006

To: Members of the OS University System Personnel Policy Council
(*Operating Staff*)

From: Joan Tambling, Director of Human Resources, USNH

Subject: May 25th meeting

**Meeting is scheduled for May 25, 2006
10:00 a.m. at GSC, Concord**

In the event of inclement weather, please call 862-0927 for a meeting update

AGENDA

- | | | |
|----|-----------------------------------------------------------------------|----------------------|
| 1. | Approval of Minutes (3/23/06) | Attachment One (A) |
| 2. | Clarification ~ meal and rest periods | Attachment Two (A) |
| 3. | LTD ~ calendar years of service | Attachment Three (A) |
| 4. | Involuntary reduction in time | Attachment Four (A) |
| 5. | Longevity policy | Attachment Five |
| 6. | FY07 Meeting dates | Attachment Six |
| 7. | Medical cost containment | Discussion |
| | a) plans for FY 07 employee contributions | |
| | b) related medical issues – bid process, Consumer Directed Healthcare | |
| | c) mitigation (?) | |
| 8. | Lunch at 12:00 with the FPEW SPPC | |

*Attachments with “(A)” delineate items expected to be acted upon during the meeting.
All others are discussion/review items.*

**USNH PERSONNEL POLICY COUNCIL
OPERATING STAFF**

2005 ~ 2006 Membership

Debra Nicholas	KSC	Spaulding	dnichola@keene.edu
Kim Harkness	KSC	Fiske Annex	kharkness@keene.edu
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Joan Tambling	USNH	Dunlap	joan.tambling@unh.edu
Executive Secretary (non-voting)			

In the event of inclement weather, please call 862-0927 for an update on meeting status.

Non-Member Distribution

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SYSTEM PERSONNEL POLICY COUNCIL
Operating Staff

March 23, 2006
GSC ~ Concord

Attendance

L. Sattler ~ UNH
S. Demers ~ UNH
S. Higgs ~ UNH
K. Camacho ~ GSC
L. Cucchiara ~ GSC

L. Wirth ~ PSU
D. LeBlanc ~ PSU
L. Alexander ~ PSU
K. Harkness ~ KSC
S. Berry ~ SYS

G. Pratt ~ SYS
S. Gray ~ SYS
J. Tambling ~ SYS
L. Dews ~ SYS
T. Sowa ~ SYS

1. Chair Lon Sattler called the meeting to order at 10:00 a.m. Introductions were made around the room, as the Council welcomed Mark Abate of Strategic Benefit Advisors, Inc., who launched into an informative presentation on Health Care Cost Management Strategies for Employers. Mark provided the Council Reps a useful handout detailing current marketplace conditions and existing employer strategies, which he then juxtaposed against “next generation” strategies...essentially boiling down to the need to get consumers more actively aware of health care choices and costs. Currently, employees with CIGNA coverage have access to a very useful website, mycigna.com, where they can access confidential health risk appraisals and information tailored to their needs.

As USNH faces an ongoing struggle with benefits cost containment, it was helpful to hear Mark’s well-informed theories on the history and projections of medical coverage. The next SPPC meeting in May will have on its agenda additional information for BCC, as well as an update on the medical bid process.

2. After additional discussion around benefits costs and potential courses USNH may take (HSAs, CDHPs, HRAs, etc), the Council thanked Mark for his presentation, and then turned their attention to the minutes of the January 19, 2006 meeting, which were approved as written.
3. The Compassionate Donor program returned to the agenda as an action item, revised to include suggestions from both the OS and FPEW SPPC groups. With some dialogue occurring around the amount of days an employee may donate (not to exceed 12), the Council approved the policy unanimously. It will go before the Presidents Council and then the Trustees later this spring, with an anticipated effective date of July 1, 2006.
4. The non-solicitation policy also returned to the agenda for a vote, and was approved unanimously with minimal discussion.
5. Under new business, KSC distributed copies of a memo to President Giles-Gee from the OS Council at Keene, requesting a policy change for USNH’s longevity pay. Citing a problem with long term employees who are already at the top of their pay ranges, the memo reads “Keene State College Operating Staff Council would like to recommend that the policy regarding longevity pay be adjusted to provide additional increments respectively to honor the service of employees reaching the 35 and 40 year benchmarks...It seems unfair that those employees most likely to be at the top of their ranges because of their significant years of service are also the same employees who receive no additional recognition through the longevity policy.”

Joan noted that the notion of longevity was implemented long ago, as a holdover from state employment, and the time might be right to reexamine what we want to reward and/or use as incentives for employees, as the goal is to encourage professional growth, not simply a sense of entitlement. Conversation also included the need to close perceived “gaps” between OS and PAT groups. The USNH HR office will do some preliminary research around longevity and will return the topic to the May agenda.

The meeting adjourned at 12:00 p.m.

Attachment One



USY Administrative Board V. Personnel Policies

(Note: OLPM sections on this page may be cited following the format of, for example, "USY.V.F.5.1.1". These policies may be amended at any time, do not constitute an employment contract, and are provided here only for ease of reference and without any warranty of accuracy. See [OLPM Main Menu](#) for details.)

F. Compensation

5. Pay by the Hour Policies (Pertains to Non-Exempt Pay Policies)

5.1 Hours Worked

5.1.1 Definition and Authority. The workweek begins on Saturday and ends on Friday. The standard workweek is 37.5 hours for office and technical staff, and 40.0 hours for facility, craft, service and dining hall staff. Authority to determine what constitutes time worked to comply with FLSA resides with the campus Human Resources Office with advice from the USNH Office of Human Resources as appropriate.

5.1.2 Records. The campus Human Resources Office is responsible for maintaining time and attendance records, which must be completed by the staff member and signed by the supervisor.

5.1.3 Work Schedules. The supervisor may not change a staff member's regular work schedule without prior approval by the campus Human Resources Office. When this occurs, the supervisor must give **reasonable (normally defined to be thirty [30] calendar days)** advance notice to the staff member. This policy is intended to cover permanent or major changes, and is not intended to prohibit flexibility in dealing with ad-hoc/short-term needs. **(See USY.V.C.6.2.5.1.4.)**

5.1.4 Rest Periods. Each full-time staff member is allowed to take two 15-minute rest periods per day away from his/her job, which are considered time worked. The immediate supervisor will determine when **this rest periods** may occur. **Rest periods are not cumulative.**

5.1.5 Meal Periods. All staff members are entitled to take a daily meal period at a time consistent with operational needs, which is considered as time not worked. Meal periods normally last for one hour, but may be scheduled for a shorter period by the supervisor who usually determines a consistent meal period schedule and the time allotted. By state law, no staff member may **be required to** work more than five consecutive hours without an unpaid half-hour meal break. **When feasible the supervisor may give the staff member permission to eat while performing his/her job.** The Human Resources Office should be consulted if questions arise about conformance with the law.



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Policy changes to reflect calendar years of service, not “creditable” years of service

A. Employee Benefits

15. Long-term Disability

15.1 Eligibility. All status faculty and staff who enroll in the long-term disability plan are eligible to apply for the benefit (see [USY V.A.5](#)). An individual may not receive long-term disability income concurrently with income from a USNH retirement plan, Separation Incentive Plan or a USNH Early Retirement Plan.

15.2 Description. If a faculty or staff member is approved for long-term disability, the plan provides income, as described in the flexible benefit plan choices and coordinated with Social Security and worker's compensation payments as applicable, and continues certain benefits as outlined in [USY V.A.15.4](#). A faculty or staff member who is unable to work **her/his regular schedule** for an extended period (more than six months) due to an illness or injury may apply through the System Human Resources Office to the disability insurance carrier for the benefit. The carrier makes the determination whether medical documentation supports an individual's inability to work, based on the plan's provisions.

15.2.1 Waiting period. There is a six-month waiting period from the onset of a disabling illness or injury that requires the individual's absence from work until the beginning of long-term disability income. After a three-month absence from work, a faculty or staff member must apply to the System Human Resources Office for the long-term disability benefit. During the waiting period, salary continuance is dependent on applicable leave policies. (See Earned Time/Sick Pool, [USY V.A.11](#); Sick Leave, [USY V.A.13](#); Interim Disability Leave, [USY V.A.14](#)).

15.3 Position Status. A faculty or staff member's position is held for a time period not to exceed the six-month waiting period, except in cases of worker's compensation. When a faculty or staff member is placed on long-term disability, the individual's position is no longer held. While his/her employment is terminated, certain benefits may continue as outlined below.

15.4 Continuation of Benefits. The former faculty/staff member will be eligible to continue coverage under the USNH benefits program for the period of LTD leave based on the schedule below in [15.4.1](#). The USNH will continue its contributions toward the faculty or staff member's medical and/or dental plan(s). Group life insurance contributions may continue (subject to meeting life insurance plan provisions). Benefits requiring employee contributions will terminate if the faculty/staff member fails to pay his/her portion of the premiums. Tuition waivers for spouse and eligible children continue; however, the tuition waiver policy will not continue for the faculty or staff member's personal use.

15.4.1 Schedule.

Years of Creditable Service Years of Service	Continuation Period for Benefits
Less than 5 years	Applicable COBRA provisions (18 months; 29 months if determined to be disabled under Title II or XVI of the Social Security Act)
5 years up to 10 years	1 year, or until no longer disabled, no longer eligible for long-term disability or reaches retirement age whichever comes first
10 years up to 20 years	5 years, or until no longer disabled, no longer eligible for long-term disability or reaches retirement age whichever comes first
20 years up to 25 years	10 years, or until no longer disabled, no longer eligible for long-term disability or reaches retirement age whichever comes first
25+ years	Continuation until no longer disabled, no longer eligible for long-term disability or reaches retirement age, whichever comes first

Note: All continuation periods of coverage for medical and/or dental run concurrently with COBRA provisions. Employees with less than five (5) years of service are required to pay the full COBRA rate for continued coverage. Employees with five (5) or more years of service are required to pay contributions at the same level as active employees and are subject to change.

15.4.2 If the individual meets the requirements for a USNH retiree, he/she receives either retiree Medicare supplemental coverage through USNH or ARC (see [USY V.A.8](#)).



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Reason for Policy Change: Old policy manual included language surrounding involuntary reduction in appointment percent-time that was inadvertently left out of the conversion to our new policy manual that was only applicable to Exempt Staff. Our proposal includes transferring the intent of the old language for PATs. In addition, we'd also propose that OS be afforded the same notice period available to them currently under an involuntary termination as outlined in USY V.C. 9.5.

C. Employment

6. Appointments and Employment Relationships

6.2.5 Duration and Commitment. Appointments are based on a Fiscal Year, which is 12 consecutive months, beginning each year with July 1 and ending with June 30; or on an academic year of approximately nine months, with the exact dates being determined every year by each USNH institution. The specific dates of percent-time appointments are determined each fiscal year, based on the calendar for that year.

6.2.5.1 Appointment Percentage for status appointments. Each status appointment is either full-time for the fiscal year (July 1 - June 30) or a percentage of the fiscal year. Faculty academic year appointments with a full schedule shall be considered full-time appointments (100%).

6.2.5.1.1 For hourly appointments, the appointment percentage is determined by the number of hours worked per fiscal year and based on a typical full-time appointment of 1957.5 hours for those with a 37.5 hour work-week base and 2088 for those with a 40-hour week.

6.2.5.1.2 For salaried, non-faculty appointments, the appointment percentage is determined by the number of full-time days worked each fiscal year, based on a full-time appointment of 260 days per fiscal year.

6.2.5.1.3 Dual appointments. Normally, a faculty/staff member is not appointed to more than one status position by the University System. Occasionally, a faculty or staff member may hold two status percent-time positions. In such a case, the total percent-time of that individual shall not exceed 100. Faculty or staff members may not be employed in both a full-time position and an additional percent-time status position.

6.2.5.1.4 Involuntary Percent-Time Reduction in Staff Appointments. In cases of involuntary percent-time reduction in PAT/OS staff appointments, adequate notice of such reduction, in writing, will be given to the staff member affected. The notice period will be at least 90 calendar days for PAT and Extension Educators and 30 calendar days for OS when the percent-time reduction amounts to more than 10%, or when the reduction affects the employee's level of benefits contribution status, e.g., reduction from 75% to 72%. (~~Administrative Board/May 1983~~)

Attachment Four



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F. Compensation

7.5.7 Longevity Pay -- Applicable only to Operating Staff. An extra pay increment awarded to Operating Staff to recognize length of service to the University System. To conform to FLSA regulations, longevity payments are included in the regular rate for the purpose of computing overtime.

7.5.7.1 Increments. Longevity increments for operating staff are as follows:

On completion of 10 years service--2%

On completion of 15 years service--4%

On completion of 20 years service--6%

On completion of 25 years service--8%

On completion of 30 years service--10%

7.5.7.2 Determination of Length of Service. For longevity purposes, a year of service will be equal to a calendar year of status employment, i.e. 12 consecutive months from date of hire equals one calendar year. If an employee held a flex-year appointment of 50% for 10 years, the total years of service for longevity purposes would be 10 years.

7.5.7.3 Calculation of Longevity Increment. The longevity increment, awarded each pay period, is calculated by multiplying the base pay for that pay period by the longevity percentage.

7.5.7.4 Beginning Accrual. Length of employment will start from the first day of status employment of at least 50% time.

7.5.7.5 Effective Date. Longevity increments shall be effective on the staff member's anniversary date of status employment.

No mention of Longevity pay on any of the top ten companies (Best to work for) in NH.

Gaynelle looked at NH State employee personnel rules. By State statute, State employees get a \$300 longevity payment if they have 10 or more years of continuous service with the state. They get an additional \$300 for each additional 5 years of continuous service. That would mean someone with 40 years of service would get \$2,400 per year in longevity (40/5=8 x \$300), right? While our employees with 30 years+ get 10%. (An OS at \$42,700 gets \$4,270 in longevity, compared with \$2,400 if she were a State employee.)

Attachment Five

FY07 Meeting Dates

OS SPPC:

September 21, 2006

November 16, 2006

January 18, 2007

March 22, 2007

May 24, 2007

FPEW SPPC:

October 12, 2006

December 14, 2006

February 15, 2007

April 26, 2007

May 24, 2007 (1:00 p.m.)